

Message

From: McNally, Robert [McNally.Robert@epa.gov]
Sent: 5/27/2020 6:13:32 PM
To: Mendelsohn, Mike [Mendelsohn.Mike@epa.gov]; Bohnenblust, Eric [Bohnenblust.Eric@epa.gov]
CC: Overstreet, Anne [overstreet.anne@epa.gov]; Kausch, Jeannine [Kausch.Jeannine@epa.gov]
Subject: FW: Oxitec EUP Notice of Issuance for Signature - FW: FRL 10010-07: Ready for Signature
Attachments: 10010-07_FR_Doc_for_eSignature.docx

I think I just signed this.

From: Mendelsohn, Mike <Mendelsohn.Mike@epa.gov>
Sent: Wednesday, May 27, 2020 11:12 AM
To: Overstreet, Anne <overstreet.anne@epa.gov>; McNally, Robert <McNally.Robert@epa.gov>
Subject: RE: Oxitec EUP Notice of Issuance for Signature - FW: FRL 10010-07: Ready for Signature

From: Overstreet, Anne <overstreet.anne@epa.gov>
Sent: Wednesday, May 27, 2020 10:58 AM
To: McNally, Robert <McNally.Robert@epa.gov>; Mendelsohn, Mike <Mendelsohn.Mike@epa.gov>
Subject: FW: Oxitec EUP Notice of Issuance for Signature - FW: FRL 10010-07: Ready for Signature

Bob, this one will need your signature – Mike, I could not open the documents from the RICS link provided below. I would like to read the FRN – could you send me a copy?

Anne



Anne Overstreet, Deputy Director
Biopesticides and Pollution Prevention Division
Office of Pesticide Programs (7511P)
U.S. Environmental Protection Agency
(703) 308-8068
Overstreet.anne@epa.gov
<http://www.epa.gov/pesticides>

From: Mendelsohn, Mike <Mendelsohn.Mike@epa.gov>
Sent: Wednesday, May 20, 2020 3:24 PM
To: McNally, Robert <McNally.Robert@epa.gov>; Overstreet, Anne <overstreet.anne@epa.gov>
Subject: Oxitec EUP Notice of Issuance for Signature - FW: FRL 10010-07: Ready for Signature

Bob and Anne,

I concur on this FR Notice announcing the issuance of the Oxitec EUP. Please see the link and directions below. Thanks.

Mike

From: Bohnenblust, Eric <Bohnenblust.Eric@epa.gov>
Sent: Wednesday, May 20, 2020 1:30 PM
To: Mendelsohn, Mike <Mendelsohn.Mike@epa.gov>
Cc: Reynolds, Alan <Reynolds.Alan@epa.gov>
Subject: FW: FRL 10010-07: Ready for Signature

Mike,

See the link and directions below for the Notice of Issuance for the Oxitec EUP. Please forward to Bob and Anne for concurrence and signature. Let me know if you have any issues with the link.

Thanks.

Eric Bohnenblust, Ph.D
Senior Biologist
Emerging Technologies Branch (ETB)
Biopesticides and Pollution Prevention Division (BPPD)
Phone: 703-347-0426
Email: Bohnenblust.eric@epa.gov

From: OCSPP OPMO RICS <no-reply@sharepointonline.com>
Sent: Tuesday, May 19, 2020 11:37 AM
To: Bohnenblust, Eric <Bohnenblust.Eric@epa.gov>
Cc: Mendelsohn, Mike <Mendelsohn.Mike@epa.gov>; Reynolds, Alan <Reynolds.Alan@epa.gov>; Artis, Sandra-s <artis.sandra-s@epa.gov>
Subject: FRL 10010-07: Ready for Signature

FRL 10010-07 is ready for program office review and signature.

To access the edited FR Notice and supplemental documents [click here](#).

FRL: 10010-07
Title: Issuance of an Experimental Use Permit
Submitter: Bohnenblust, Eric
Date Submitted: 5/14/2020

Digital Signature (eSignature) is *strongly* preferred over manual signature.

The original **submitter** should use the link above to access the SharePoint record, and the associated documents, which includes the edited FR Notice, and any supplemental documents that have already been uploaded.

As a general rule, users should resist the impulse to download and/or save documents with a new or different name. Edit and sign Microsoft Word documents within the application. The SharePoint library automatically saves any edits as the latest version of the file.

*.pdf files are an exception. They cannot be edited within the library. Users may download, edit and upload. As long as the name has not been changed, the SharePoint library will automatically recognize an upload with the same file name as a new version of the existing document.

1. To the extent possible, update the SharePoint record to indicate the name and title of the signer, and indicate if digital signature is expected. (Just use "Save" rather than "Send to Next Step" until the Federal Register Notice is digitally signed, and all of the required supplemental documents have been completed, signed and uploaded. "Send to Next Step" returns the package to OCSPP OPMO RICS.)
2. Review and finalize the FR Notice. To the extent possible, ensure that the signature block accurately reflects the intended signer's name and title.
3. Upload the required supplemental documents:
 - a. The completed/signed **Docket Verification and Certification Form (DVCF)**, and
 - b. The completed/signed **FR Typesetting Request Form (TSRF)**.

(Many program offices do not finalize the funding document until *after* the FR Notice has been signed. This is fine, just be sure that all documents are uploaded prior to selecting "Send to Next Step.")

Once the submitter is satisfied with the package, they should forward this email to their management chain indicating their recommendation for signature.

When **management** is prepared to sign the document, they should use the link above to access the FR Notice.

1. To the extent possible, update the SharePoint record to indicate the name and title of the signer, and indicate if digital signature is expected. (Just use "Save" rather than "Send to Next Step" until the Federal Register Notice is digitally signed, and all of the required supplemental documents have been completed, signed and uploaded. "Send to Next Step" returns the package to OCSPP OPMO RICS.)
 - Right-mouse click on the ellipse adjacent to the FR Notice, to open the menu, and then left-mouse click on the option to "Open in Word."
 - Review the **date** block (immediately above the signature block). Ensure that the typed date reflects the actual date the digital signature is applied.
 - Review the **signature block** to be sure it accurately reflects the signer's name. In most cases this will simply be First Name and Last Name. (Ultimately, the name, must exactly match the name as it appears in the digital signature, therefore nicknames and professional credentials are not acceptable.)
 - Verify the **title** is accurate and reflects the delegated authority of the signer. If the signer is signing on behalf of a delegated authority, the word "**Acting**" should be included at the beginning of the title.
2. Ensure that the signer's EPA Smart Card is inserted into the designated slot on the computer.
3. Select **File / Protect Document / Add a Digital Signature / Approved this Document**. If necessary, use **Change** to select the correct digital credential (look for the one that is formatted **FirstName LastName**; and issued by **Entrust Managed Service SSP CA**). Press **Sign**, and, when prompted, provide the appropriate PIN.
4. Exit the file. If prompted, **Save** changes as exiting MS Word.

5. Once MS Word is exited, the signer will be returned to the SharePoint record. They may update the date signed variable, and use "Save" to record the changes. (Do not use "Send to Next Step" until the entire package is complete. It will return the package to OCSPP OPMO RICS.)

Once the document has been digitally signed, the signer/manager should notify the original submitter.

In most cases, the package will still require the upload of a final funding document before the program office (likely the original submitter) selects "Send to Next Step" to return the package to OCSPP OPMO RICS for final processing.

More detailed eSignature instructions are available [here](#).

In the event the program office chooses to use manual signature instead of digital signature:

Submit/Upload (using the link at the top of this email)

1. An MS Word version of the final FR Notice,
2. A *.pdf version of (just) the signature page from the signed document.

Deliver or mail the original signed document to OCSPP OPMO RICS.

Note: The workflow signature process will not work on your mobile device. You need to be logged into SharePoint and validated on your laptop through VPN.